

395006/30/04*Revised*

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE:** **MINI-BUS DRIVER**

**DEFINITION**

Under general supervision, to operate a mini-bus to transport senior citizens and handicapped individuals on request from a route sheet; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from the Mini-bus Dispatcher classification in that incumbents in this class must be able to perform driving related duties, in the transportation of people, as part of the mini-bus service.

**REPORTS TO:** Special Transportation Supervisor or designee

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Special Transportation Supervisor or designee.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Drive and operate a mini-bus in transporting persons.
- Locate persons desiring service as indicated on the route sheet, drive them to their destination and return to pick them up at a designated time.
- Assist elderly and handicapped persons in boarding and leaving the bus as needed.
- Operate a wheelchair lift if the bus is so equipped.
- Maintain load factor information on patrons for the safe and efficient operation of the mini-bus.
- Wash and vacuum the bus and deliver it to the garage for repair and major maintenance work.
- Operate a mobile radio.
- May collect and account for flat rate fares.
- May perform daily routing scheduling, and route assignment duties, as assigned.
- Complete incident and accident report forms as necessary.

**QUALIFICATIONS**

**Knowledge of:**

- Basic automotive care and maintenance requirements.
- Basic arithmetic.
- Vehicle operation and state and local traffic laws.

**Ability to:**

- Read a street map and physically locate street addresses.
- Understand and carry out oral and written instructions.
- Recognize hazardous driving conditions quickly and accurately and adopt effective courses of action.
- Operate a Class II vehicle.
- Work a regular flexible schedule, depending on staffing needs.
- Work overtime as required.
- Provide exceptional customer service.
- Answer questions from program participants.
- Maintain cooperative working relationships.
- Maintain a safe driving record.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of the twelfth grade.

Experience: One year of full-time experience in the operation of a mini-bus, or similar equipment, to transport passengers.

**MEDICAL CATEGORY:** Group 2

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid Class "B" California Motor Vehicle Operator's License.

Possession of an appropriate, valid "Special Driver Certificate" issued by the California Department of Motor Vehicles in order to transport persons with developmental disabilities.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Mini-bus Driver

**TO:** Senior Mini-bus Driver